# Army Business Rules
# For
# Defense Travel System



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The Defense Travel System-Army Program Management Office (PMO) controls this document.

## Document Approval Page

| This document has been approved as evidenced by signatures and dates contained herein.  Original signatures are on file at the DTS-Army Program Management Office. | |
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**References and Web Links**

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|---|
| Army Lodging Central Reservation Center, http://www.armymwr.com/portal/travel/lodging/reservations.asp |
| Defense Transportation Regulations, http://www.transcom.mil/j5/pt/dtr.cfm |
| DoD Accountable Officials - Local Nationals Abroad & Contractor or Contractor Support Personnel, 22 Aug 06,  http://www.asafm.army.mil/fo/fod/dts/dts-wp/dr/dr.asp |
| DoD Financial Management Regulation, http://www.dod.mil/comptroller/fmr/ |
| DoD Regulation 4515.13-R, Air Transportation Eligibility, http://www.dtic.mil/whs/directives/corres/pdf/451513r_1194/p451513r.pdf |
| DTA User's Manual, http://www.dtstravelcenter.dod.mil/Training/Training_Materials.cfm#7 |
| DTS Financial Field Procedures Guide, http://www.dtstravelcenter.dod.mil/Docs/Finance_Guide_V10_5_0604.pdf |
| DTS Travel Center Website, http://www.dtstravelcenter.dod.mil/ |
| DTS Web portal, http://www.defensetravel.osd.mil. |
| DTS-Army Website, http://www.asafm.army.mil/fo/fod/dts/dts.asp |
| Electronic Foreign Clearance Guide, DoD 4500.54-G, https://www.fcg.pentagon.mil/fcg.cfm |
| FEDROOMS, http://www.fedrooms.com/Integer/Welcome.jsp |
| Hotel Motel Fire Safety Act Frequently Asked Questions, http://www.usfa.dhs.gov/applications/hotel/hm-faq.cfm |
| Joint Federal Travel Regulation/Joint Travel Regulation, https://secureapp2.hqda.pentagon.mil/perdiem/trvlregs.html |

**TDY Glossary**

General Glossary

| Acronym | Meaning |
|---------|---------|
| ADSN | Accounting and Disbursing Station Number |
| AGR | Active Guard and Reserve |
| AMC | Air Mobility Command |
| AO | Authorizing Official |
| AOC | Advice of Collection |
| A/R | Accounts Receivable |
| CBA | Centrally Billed Account |
| CCV | Charge Card Vendor |
| CIC | Customer Identification Code |
| CO | Certifying Officer |
| COL | Certifying Officer Legislation |
| CTO | Commercial Travel Office |
| DMDC | Defense Manpower Data Center |
| DMM | Debt Management Monitor |
| DoD | Department of Defense |
| DoDFMR | Department of Defense Financial Management Regulation |
| DTA | Defense Travel Administration |
| DTR | Defense Transportation Regulations |

| DTS | Defense Travel System |
|---|---|
| EFT | Electronic Funds Transfer |
| FDTA | Finance Defense Travel Administration |
| FMR | Financial management Regulation |
| FMS | Foreign Military Sales |
| FSN | Fiscal Station Number |
| GATES | Global Air Transportation Execution System |
| GDS | Global Distribution System |
| GEX | Global Exchange |
| GSA | U.S. General Services Administration |
| GTCC | Government Travel Charge Card |
| GTR | Global Transportation Request |
| IBA | Individually Billed Account |
| IMA | Individual Mobilization Augmentee |
| IRR | Individual Ready Reserve |
| ITA | Invitational Travel Authorization |
| JFTR/JTR | Joint Federal travel Regulation/Joint Travel Regulation |
| LDTA | Lead, Defense Travel Administration |
| LICWO | Leave in Conjunction with Official Travel |
| LOA | Line of Accounting |
| MASN | Multiple Accountable Station Numbers |

| MIS | Management Information System |
|-----|------------------------------|
| NAF | Non-Appropriated Fund |
| NAFI | Non-Appropriated Fund Instrumentality |
| NDEA | Non-DTS Entry Agent |
| OCONUS | Outside the Continental United States |
| ODTA | Organizational Defense Travel Administration |
| PCC | Pseudo City Code |
| PDT | Permanent Duty Travel |
| PFI | Program for Fiscal Integrity |
| PDS | Permanent Duty Station |
| PKI | Public Key Infrastructure |
| PLOT | Personal Leave with Official Travel |
| PMO | Program Management Office |
| PMO-DTS | Program Management Office - Defense Travel System |
| PNR | Passenger Name Record |
| POC | Privately Owned Conveyance |
| ROA | Read Only Access |
| RTS | Request for Transportation Services |
| SAO | Self-Authorizing Official |
| SPP | Scheduled Partial Payment |
| TANUM | Travel Authorization Number |
| TDY | Temporary Duty |

| TO | Transportation Officer |
|---|---|
| TPU | Troop Program Unit |
| TTRA | Travel and Transportation Reform Act of 1998 |
| VOCO | Verbal Order of the Commanding Officer |
| XML | Extensible Markup Language |

**Must, Shall, Should, Can, and Will**

The following definitions from DoD 5025.1-M apply:

| Helping Verb | Degree of Restriction |
|---|---|
| Must, shall | Action is mandatory. |
| Should | Action is required, unless justifiable reason exists for not taking action. |
| May, can | Action is optional. |
| Will | Is not restrictive; applies only to a statement of future condition or an expression of time. |

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## 1.0. Introduction

The Army Business Rules for the Defense Travel System (DTS) provide Army travelers, administrative and supervisory personnel, and travel services providers, with transportation and financial policy for implementation and operation of an automated travel processes, using the DTS. The policies contained in the Defense Transportation Regulation (DTR, DoD 4500.9-R), and Department of Defense Financial Management Regulation (DoDFMR) apply and should be used in resolving any travel or financial policy issues that arise. Joint Federal Travel Regulation/Joint Travel Regulation (JFTR/JTR), Appendix O (Simplified Entitlements) is authorized at locations where DTS has been fielded. The provisions of Appendix O are to be used in place of TDY allowances in other parts of the JFTR/JTR, with noted exceptions and references. Provisions in JFTR, Chapter 7 for uniformed travelers and JTR, Chapter 6 for civilian employees are to be used for travel under special circumstances, as listed in JFTR/JTR, Appendix O, paragraph T4000.

Army commands and organizations may supplement, but not supersede the Army Business Rules for DTS. Each Army site can develop a set of site business rules that stipulate specific site-level (and possibly organization-level) procedures, such as processes for interacting with the commercial travel office (CTO) and the Transportation Office non-routine travel. Site or organization business rules supplement the Army Business Rules for DTS, and must also comply with other Federal, DoD, and Department of the Army travel policy.

The Commercial Travel Office (CTO) information in this document is provided for reference so that travelers, transportation officers (TOs), and defense travel administration (DTA) are aware of the requirements of the DTS commercial travel office contracts.

***Once DTS is fielded at a site, all travel that is supported by DTS must be done in DTS.***

For questions on DTS system functionality, refer to the DTA User's Manual and other training references available on the DTS Travel Center Website (http://www.dtstravelcenter.dod.mil/Secs/Document_Library.cfm#D.

References to traveler in this document may apply to a traveler, a Non-DTS Entry Agent, or to administrative personnel acting on behalf of a traveler. References to authorizing official (AO) in this document may apply to an authorizing official/certifying officer (AO/CO).

## 2.0. Advances (non-ATM)

Travelers who are exempt from mandatory use of the individually billed Government travel charge card and those who travel to locations where use of

the card is impractical may request a non-ATM advance through DTS. To process a non-ATM advance, the Advance Authorization field in the traveler profile must indicate that an advance is authorized. If the Advance Authorization field is adjusted due to the inability or impracticality of a traveler obtaining ATM advances during a trip, non-ATM advance is selectable from Additional Options. A justification to the approving official must be included in the authorization indicating why the non-ATM advance was selected and the Advance Authorization field adjusted. The user profile must be reset appropriately upon completion of the specific trip and filing of the voucher for the trip requiring the non-ATM advance. The advance amount is deducted from the total reimbursable entitlements as a previous payment on the voucher.

***Organizations that are DTS-Tailored for finance transactions cannot use the non-ATM advance functionality in DTS. Travelers in these organizations requiring a non-ATM advance must process their authorizations and vouchers outside of DTS.***

### 3.0. Arrangements Only Travel

Travel arrangements for permanent duty travel or travel under special circumstances or categories, or for organizations that are supported by financial systems that are not approved for use with DTS, can be processed in DTS using the Arrangements Only trip type.

DTS functionality to request travel arrangements using the DTS Reservation Module, electronic routing for approval, and archival of records offers significant process improvements over traditional processing procedures. ***Organizations that perform arrangements only travel must be registered as such, and lines of accounting (LOAs) for arrangement only travel must include 'DTST' (DTS Tailored) in the first field of the LOA, normally populated with the fiscal station number.***

Because arrangements only documents are not transmitted to electronically processing financial transactions, organization must develop procedures necessary to ensure that the paper copies of travel authorizations, local vouchers, and vouchers are submitted to the appropriate settlement office for processing after approval,. A standard document number other than the DTS travel authorization number (TANUM) may be required. Also, a copy of the authorization may also be required by the CTO in accordance with the local CTO contract.

Specific entitlements, such as Rental Vehicle Authorized or Variation Authorized, must be selected from the available entitlements or entered in remarks so that they display on the printed travel authorization.

Upon approval of the settlement voucher in DTS, the voucher must be printed,

signed, and submitted to the appropriate travel pay office for payment.

***Arrangements only ticketed transportation must not be charged to a centrally billed account that is reconciled using the DTS CBA Reconciliation Module.***

## 4.0. Blanket Travel Orders (Not authorized under DTS)

Blanket travel orders are not supported under DTS.  Persons who previously traveled on blanket travel orders may be appointed as self authorizing officials.  Travelers shall not continue to use blanket travel orders after DTS has been fielded.

## 5.0. Bus Travel

Requests for bus travel may be made through DTS using comments to the travel agent under the 'Travel > Other Trans.' section of DTS.  The traveler must select commercial bus (CB – Bus Fare) in the Type field.  The four required data elements for the CTO—date, time, origin, and destination—must be included in the CTO comments section.  The traveler must check the authorization to verify the exact arrangements made by the CTO.

Bus travel in DTS cannot be charged to a centrally billed account.  If a traveler requiring bus travel does not have an individually billed Government travel charge card, they can purchase their ticket using a personal form of payment and enter the expense under 'Non-Mileage Expenses > Personally Procured Tickets.'  If bus travel must be charged to a centrally billed account, these arrangements must be processed outside of DTS.

## 6.0. Cancellation Fees/Penalties

Occasionally, travelers will have travel plans canceled or changed at the last minute due to changes in mission requirements.  If sufficient notice is not provided, travelers may be unable to cancel reservations or registrations in a timely manner, and may be charged for unavoidable expenses or penalty fees.  These expenses are reimbursable to the traveler under the JTR/JFTR and the traveler must complete a voucher from authorization to claim reimbursement.  The appropriate cancellation procedure must be followed to ensure reimbursement of incurred expenses.

The AO must ensure that no reimbursable expenses are associated with a cancelled trip prior to applying the "CANCELED" stamp.  Refer to the cancellation procedure guidance on the DTS Travel Center Website for additional information.

## 7.0. Centrally Billed Accounts (CBAs)

DTS supports the use of CBAs for air and rail travel for personnel who are

exempt from mandatory use of the individually billed Government Travel Charge card under the Travel and Transportation Reform Act.

## 7.1. CBA Reconciliation Using the DTS CBA Module

Introduced as a pilot with a limited number of sites as part of the Enhanced Jefferson Release, the DTS CBA Module provides for an automated CBA reconciliation and payment process, to include certification of the invoice. ***A separate CBA is required to support the DTS automated CBA reconciliation.***

An electronic invoice is transmitted to DTS directly from the travel charge card vendor. Under automated CBA reconciliation, no CBA reconciliation requirements are levied on the servicing CTO, with the possible exception of assisting the Government with researching disputed transactions. As such, travelers at organizations/sites where automated CBA reconciliation is used are not required to provide a copy of the travel authorization to the CTO prior to ticketing.

CBA invoice certifiers should be familiar with the CBA reconciliation process as well as DTS document processing procedures. Upon certification, the CBA invoice is electronically routed to the applicable DFAS vendor payment location for processing and payment. Once paid, an advice of payment is returned to DTS and the invoice is archived. The entire process is paperless, with the exception of possible formal dispute notification to the travel charge card vendor,

The DTS CBA Module will be implemented throughout the DTS user community based an Army CBA Module deployment schedule.

## 7.2. CBA Reconciliation without Using the Automated DTS CBA Module

Locations not yet using the automated DTS CBA Reconciliation Module will continue using existing CBA reconciliation procedures. In most cases, this requires the supporting CTO to perform an initial reconciliation prior to Government approval and certification. At these sites, travelers using CBA as the method of payment for ticketing must provide a copy of their DTS authorization to the CTO prior to ticketing.

DTS lines of accounting must be distinguishable from the traditional lines of accounting (fund citations) so that the funding data can be correctly entered into the reconciliation tools (GTS, Recon Plus, TTOPRS, AGTRS, etc.), to ensure proper processing of DTS documents, and so that the CBA invoice disbursements match the corresponding DTS obligations. Failure to do so may result in delayed payment of the CBA invoices due to mismatched disbursing and accounting data.

## 8.0. Certifying Officers and Accountable Officials

Certifying officers (COs) are Government personnel involved in the travel management process who serve as control points within organizations to minimize opportunities for erroneous payments. COs certify payment documents and forward them to a disbursing location for payment. Accountable officials are Government personnel who assist certifying officers in the travel management process. In DTS, these accountable officials include the Authorizing Official (AO), Self Authorizing Official (SAO), Non-DTS Entry Agent (NDEA), Defense Travel Administration (DTA) personnel (Finance DTA, Lead DTA, Organizational DTA, etc.), and Routing Officials. Certifying officer and departmental accountable official responsibilities are defined in DoDFMR, Volume 5, Chapter 33 and Volume 9, Chapter 2. The responsibilities include providing accurate and timely data and services to approvers (Authorizing Official/Certifying Officers), as well as ensuring payments are supportable, legal, and correct. Accountable officials can be held pecuniarily liable for erroneous payments made as a result of their negligence (DoDFMR, Volume 5, Chapter 33, paragraph 3307).

Certifying officers and accountable officials must be appointed in writing by the head of the DoD component or designee. The appointments are accomplished using DD Form 577. At the end of the appointment (e.g., when the official is leaving the organization), the appointment must be revoked in writing, using DD Form 577. When appointments are revoked, permissions and access must be reduced to the minimum level required for the user to accomplish required tasks. Refer to DoDFMR, Volume 9, Chapter 2, 0204, for additional information on appointing accountable officials. A file of appointment documents shall be maintained by FDTA. FDTA shall provide a letter signed by the installation of or activity commander to the appropriate disbursing location(s) stating that all authorizing officials acting as certifying officers for travel claims have been appointed in writing in accordance with DoDFMR, Volume 5, Chapter 33, paragraph 330501. This letter must also indicate the location where the appointment documents are on file.

Army certifying officers and accountable officials must successfully complete certifying officer and accountable official training. An Air Force sponsored computer based training module is available at https://www.saffm.hq.af.mil/coaotut/. At a minimum, Basic Concepts, Travel (TDY), and the Self Test must be completed. This training satisfies the COL training requirement.

Refer to Appendix A of this document for details on appointing certifying officers and accountable officials.

## 9.0. Commercial Travel Office (CTO) Configuration

Pseudo city code (PCC), global distribution system (GDS), and company profile data are property of the CTO servicing the sites. The PCC, GDS, and Company Profile are applied at the organization level. This configuration data determines

what CTO DTS communicates with.  If an organization has subordinates organizations at different locations that use a CTO other than the CTO of the parent organization, different CTO configuration data is required for the subordinate organizations that are services by different CTOs.  A separate sub-organization is required wherever the CTO configuration data is not the same as the parent organization.

If a change must be made to the PCC, GDS, and/or Company Profile, the organization must coordinate with the DoD DTS Field Operations Team.

## 10.0. Confirmation and Cancellation Numbers

When an AO indicates that a trip has been canceled (application of the CANCELED stamp), the CTO will return confirmation information to DTS (via their outbound queue) once reservations have been canceled.  The AO must ensure that there are no reimbursable expenses to be claimed prior to applying the CANCELED stamp.

## 11.0. Confirmatory Authorizations (VOCO Support)

Confirmatory orders are applicable if time limitations or defense accounting and disbursing systems (DADS) accessibility does not allow for an authorization to be completed prior to a traveler's departure.  A confirmatory authorization shall be completed not later than the close of business the next business day after the verbal approval has been granted.  Because travel arrangements have been made outside of DTS, the DTS Reservation Module must not be used to enter the travel arrangement costs data.  The travel arrangement cost is entered via 'Travel > Other Trans.' for ticketed transportation.  Lodging and other expenses are entered appropriately using Per Diem Entitlements, Non-mileage Expenses, and Mileage Expenses.  When completing the voucher from authorization, the traveler must ensure that all expenses are properly reflected.

The CTO will issue the ticket upon verbal authorization based on local business rules.

## 12.0. Constructed Travel

Constructed travel functionality provides the AO the opportunity to compare cost when a traveler wants to use a mode of transportation other than the standard mode for TDY.  Constructed travel also advises the traveler that the reimbursement may be limited based on the AO decision regarding the transportation mode.

When a non-standard en-route transportation mode (usually commercial air or Government transportation) is selected, a DTS alert flag is triggered.  The traveler would indicate that the non-standard mode is preferred.  The traveler

must provide cost information and travel details, using a Constructed Travel Cost Comparison Worksheet, so the AO can determine the best way for the travel to be performed and whether entitlements should be limited, using "Approve as Limited."   A link to the Constructed Travel Comparison Worksheet displays on the Pre-Audit Screen.  The link is located above the statement regarding the number of items that are flagged in the document.

If it has been locally determined that it is more advantageous to the Government for a trip between two points to be made by other than commercial air or Government transportation, the worksheet may not be required.  In this case, the traveler must enter appropriate justification as to why an alternate mode of transportation is acceptable and why the worksheet is not required.

If the constructed travel is done 'after the fact' (i.e., the traveler used a mode of transportation other than the mode authorized by the AO), the traveler and AO must ensure that travel-related costs indicated on the voucher, to include the allowable travel time, do not exceed the amounts authorized by the AO.

Due to the complex nature of the JFTR/JTR rules concerning constructed travel and the related reimbursement, it is recommended that organizations carefully consider constructed travel requests.

For additional information on constructed travel, refer to the DTS Document Processing Manual, Chapter 9, and DTS training material on the DTS Travel Center Website at
http://www.dtstravelcenter.dod.mil/Secs/Document_Library.cfm.


## 13.0. Contractor or Contractor Support Personnel

Contractor and contractor support personnel are not authorized to use DTS for official travel and may not be appointed as certifying officers or departmental accountable officials.

Government contractors may be authorized to support travel using DTS in a manner consistent with their official duties as outlined in their contract.  There are, however, limitations on the types of functions they may perform.  Contract personnel who support DTS shall be appointed by memorandum of appointment in lieu of the DD Form 577.  The appointment memorandum shall be signed by the head of the component, or designee.  The memorandum of appointment shall describe the kinds of DTS functions the contractor is and is not permitted to perform.  Refer to sample contractor appointment documents at Appendices C and D of this document.

## 14.0. CTO Procedures during National Emergencies

At all times during national emergencies, the CTO contractor shall ensure that quality customer service is maintained.   Operating hours may be

modified as agreed to by the contracting officer representative (COR) in support of the national emergency.

## 15.0. CTO Fees

CTO fees are billed in accordance with the supporting CTO contract task order as either a point of sale fee or a management fee.  CTO transaction fees funded at the local level are billed to the same form of payment (account number) that the transportation expense is charged to—either the traveler's individually billed Government travel charge card or a centrally billed account (CBA).  The transaction fee is typically billed at the time of ticketing or when lodging/rental car arrangements are finalized without air arrangements.  In these cases, the CTO includes an applicable point of sale CTO transaction fee.

Typically, travelers who use the DTS Reservation Module to make their travel arrangement *should not* include a CTO travel agent fee when building the authorization 'should cost' or when filing a voucher.  The CTO travel agent fee (if applicable) should be included with the ticketing information returned to DTS by the CTO and/or on the reservation itinerary that is e-mailed to the traveler.  Travelers may also confirm CTO transaction fees by selecting the link "Create an expense from a government charge card transaction" under Non-mileage Expenses.   The traveler can view and verify expenses charged to the Government travel charge card.  If the CTO does not return the travel agent fee to DTS (viewable on the preview screen) when the method of reimbursement is the individually billed Government travel charge card, the fee must be included under non-mileage expenses.

## 16.0. Debt Management

The Debt Management Monitor (DMM) tracks and provides assistance concerning Due U.S. overpayment and collection actions within DTS.   The responsibilities include; ensuring the traveler has been served Due Process notification, providing instructions to the traveler and the AO on the waiver/appeal process, providing instructions to the traveler on how to make payment, notifying DFAS/Accounting to create an accounts receivable (A/R) entry and/or any waiver response from DFAS, initiating payroll collection when required, initiating Out of Service Debt processing when required and monitoring all DTS travel debt utilizing the Debt Management Report.  DFAS Site Lead DTA personnel serve as Debt Management Monitors for the Army, except at "self-sustaining" sites.  At "self-sustaining" sites, finance defense travel administration (FDTA) personnel serve as debt management monitor.

For additional information, consult the DMM Roles and Responsibilities document available on the DTS Travel Center Website at http://www.dtstravelcenter.dod.mil/.

## 17.0. Document Stamps

Army users shall not use the CERTIFIED stamp.  DTS performs the certification of fund availability using the Budget Module.  The AO (functioning as a certifying officer) certifies documents for payment, using the APPROVED stamp.  If there is more than one review step in the routing list and one of the review steps is to review the entitlements for the trip, or otherwise pre-approve the trip, the AUTHORIZED stamp should be used for that step and the REVIEWED stamp used for the additional review step.

## 18.0. DTS Budget Module

The DTS Budget Module records funding levels associated with lines of accounting and tracks the related status of funds.  It is the responsibility of FDTA to establish and maintain budgets for LOAs and for ensuring that all accounting information is correct.  FDTA is responsible for loading funding targets for all LOAs into the Budget Module.

As part of the approval process, the amount to be obligated and the remaining balance are displayed to the approver.  If there are insufficient funds in the budget, DTS provides a message during the approval process and prevents approval of the document.

FDTA supports organizations in reviewing budget balances as part of funds control procedures and is required to conduct periodic reconciliation with the official accounting records.

## 19.0. DTS-Tailored

## 19.1. Tailored for CTO (CTO Disabled)

If the CTO interface is not connected for an organization, users will not have the ability to request travel arrangements using the functionality of the DTS Reservation Module.  Travelers must make arrangements off-line with the CTO (telephone call to the CTO) and then enter the pertinent information into DTS. Ticket information is entered under 'Travel > Other Trans.'  Lodging cost is entered under Per Diem Entitlements.  Rental vehicle cost and the CTO travel agent fee are entered under 'Non-Mileage Expenses > Commercial Auto' and 'Non-Mileage Expenses > Travel Agent Fee.'  ***Organizations that are tailored for CTO cannot use the DTS CBA Module to reconcile their centrally billed account.***

For additional information, refer to the DTS Financial Field Procedure Guide on the DTS Travel Center Website (http://www.dtstravelcenter.dod.mil/Secs/Document_Library.cfm#D).

## 19.2. Tailored for Finance (DTST)

If there is no financial system interface (i.e., a finance system has not been

certified for use with DTS), DTS can still be used to act as an order writer using the functionality of the Arrangements Only process.  Travel authorizations, local vouchers, and vouchers can be completed in DTS, then printed, and processed manually in accordance with appropriate procedures.   Arrangements Only documents are submitted to the DoD archive/Management Information System (MIS) upon completion.  Sites/organizations requiring DTS to be set-up with no financial interface must coordinate with the appropriate DoD DTS Field Operations Team.  These organizations are then identified in a table with the text string "DTST" (DTS-Tailored).   Lines of accounting for these tailored organizations must include the text string "DTST" in the first field of the LOA, normally populated with the fiscal station number (FSN).   FDTA for these organizations must ensure that "DTST" is in the first field of each tailored LOA.  Identifying these organizations as "DTST" prevents the transactions from transmitting to the Global Exchange/Defense Accounting and Disbursing Systems (GEX/DADS).

***Organizations that are DTS-Tailored for finance cannot take advantage of the non-ATM advance and scheduled partial payment functionality in DTS. Travelers in organizations that are tailored for finance who require either a non-ATM advance or scheduled partial payments must process their authorizations outside of DTS.***

## 20.0 En-route Traveler Assistance

Travelers requiring itinerary changes while en-route should contact their servicing CTO, using the duty hour or after duty hour contact number, as appropriate.   Upon return, travelers must update their voucher from authorization to reflect any changes in itinerary and/or cost.   The traveler must report any unused tickets to their CTO in accordance with established procedures.  Refer to the unused ticket procedures document on the DTS Travel Center Website.  Local rules must be established for approval of adjusted travel arrangements that increase the cost of the ticketed transportation.  Additional transaction fees may apply.

Changes to tickets that were charged to a CBA may require additional approval processes based on local business rules.

## 21.0. Error Codes (Rejected Documents)

When a document rejects from a defense financial system, the reason for the reject is included.  An e-mail is sent to the traveler and the organization DTS reject mailbox and the information is viewable in the document history section of the Digital Signature page.  DTS configuration management points of contact have responsibility for the error code listing to ensure that the error listing is structured to satisfy the needs of DFAS and the services/agencies.  FDTA will route the error message to the appropriate functionary for correction, depending

on the type of error being reported. Explanations of individual error codes are available in the DTA User's Manual.

## 22.0. Excess Baggage

If a traveler is authorized excess baggage, the traveler will select "Excess Baggage" under 'Review/Sign > Other Authorizations' and enter the required justification. The traveler will also include a remark to in the 'Comment to the CTO' section that excess baggage is authorized, and If known, will provide the weight, number of pieces of excess baggage, and any special requirements. The CTO will arrange for excess baggage as authorized and as allowed by the carriers. The CTO will provide the traveler with pertinent information, if available, related to excess baggage rules and fees.

Typically, the traveler makes payment for excess baggage directly to the carrier at the time of check-in. ***Excess baggage fees cannot be charged to a CBA. Excess baggage fees must be charged to the traveler's individually billed Government travel charge card, to a personal form of payment. This fee is reimbursable when approved as official.***

The traveler will claim reimbursement on the travel voucher for excess baggage up to the amount authorized on the travel authorization. It is the responsibility of the AO to ensure that the reimbursement claimed for excess baggage does not exceed the amount authorized.

## 23.0. Extended TDY (Excess of 180 consecutive days)

Prior to approving an authorization for extended TDY (more than 180 consecutive days at the same location), the AO must ensure that the appropriate level of command approval has been acquired in writing. The approval documentation shall be electronically attached to the authorization using substantiating records imaging functionality. DTS provides a pre-audit alert as a reminder to the routing officials when an extended TDY authorization is routed for review and approval. In the event that command approval has not been received, the AO can save the record without approving it until written authority is received. Upon receiving this documentation, the AO can then open the record, verify that the approval documentation is electronically attached, and approve the record for further DTS processing. The AO must include remarks in the DTS trip record regarding the approval, (i.e., date approved, POC, phone number, etc.). ***If a special per diem rate is applicable for the long-term TDY, the rate must be determined prior to the TDY and included in the authorization.***

## 24.0. Fiscal Year Cross-Over Procedures

Special processing procedures are required for travel at the end of the fiscal year, travel that crosses fiscal years, or travel in a future fiscal year because of the processing limitations of the DFAS financial systems. Instructions are posted at the DTS Travel Center Website under 'Help Desk > MAGIC Self

Support' > FY Crossover'.  Instructions are typically updated annually and posted early in the 4th quarter of the fiscal year.  A notification will be provided by the DTS Tier-3 Help Desk (T3HD) when the instructions are posted.

## 25.0. Foreign Flag Carriers

Available U.S. certified air carriers shall be used for all commercial foreign air transportation of persons and property when air travel is funded by the U.S. Government.  If transportation on a foreign carrier ultimately is fully paid for by a foreign government (including under a foreign military sales (FMS) case funded with foreign customer cash or repayable foreign military financing credits), international agency, or other organization, then a foreign flag carrier may be utilized.  The CTO will ensure that all reservations booked on all foreign flag carriers (excluding code-shares) are booked in coach/economy class.  For additional information, refer to Appendix O, paragraph T4060-B3.

## 26.0. Foreign Local Nationals

Foreign local nationals may be eligible for appointment as certifying officers or accountable officials.  Local status of forces agreements (SOFAs) or treaties may provide that the employment of foreign local nationals is subject to the law of the host country, rather than to U.S. law.  Both direct and indirect foreign local nationals appointed as certifying officers and officials may not be subject to pecuniary liability under U.S. law.

***Commanders should consider the potential consequences of hiring foreign local nationals as certifying officers and accountable officials in countries where SOFAs do not subject the local nationals to the same pecuniary liability as other DoD employees.***

A foreign local national who will be appointed as a certifying officer or accountable official to support travel under DTS must utilize a unique identification number (similar to SSN) for use when building their user profile and have a PKI certificate (required for system access and digital signature)..  If the foreign national has not been issued a SSN, it is recommended they use their passport number, or a number from a similar, unique document.  All applicable training, certification, and written appointment must be accomplished before special access is granted in DTS.  Organizations should consult applicable regulations and policy for issuance and use of PKI to foreign local national personnel.  PKI certificates are requested through the Local Registration Authority or other PKI point of contact.

***Foreign local nationals performing official travel are eligible to use GSA City-Pair fares billable to a CBA.  Foreign local nationals are not authorized to be issued Government travel charge cards.***

**27.0. Frequent Traveler Benefits**

Travelers may retain frequent traveler benefits earned when traveling in an official capacity at Government expense pursuant to JFTR/JTR, Appendix O, paragraph T4020-B.9.  The DTS profile provides the opportunity to enter frequent traveler benefits program information.

**28.0. Government Transportation Request (GTR) as Form of Payment**

Travelers required to utilize a Government Transportation Request (GTR, SF 1169) as a method of payment must make their transportation arrangements directly with the CTO outside of DTS.  Local business rules may require transportation arrangements funded by GTR to be coordinated through the Transportation Office, to include providing a copy of the travel authorization).

The transportation information is entered in the 'Travel > Other Trans.' section of DTS.  Because the obligation and payment for GTRs is processed outside of DTS, the cost is defaulted to $0.00.  ***The user should enter the estimated costs in a comment to the AO.***

**29.0. Government Travel Charge Card**

The Government travel card program is intended to facilitate and standardize the use by DoD travelers of a safe, effective, convenient, commercially available method to pay for expenses incident to official travel, including local travel.  There are many benefits to using the travel card for official travel.  Benefits to the traveler include insurance benefits (IBAs), no need to use personal funds or credit, and ATM cash is available on IBAs.  Benefits to the Government include reduced administrative costs, low cost means of advancing funds, access to the GSA Contract Airfare program, data rich environment for management and business intelligence, rebates based on volume of spending, and a tailored task order to meet agency needs.  Please refer to the DoD Financial Management Regulation, Volume 9, Chapter 3 for additional guidance on the travel card program.

All Army travelers, except those specifically exempted from mandatory use of the individually billed Government travel charge card by the Travel and Transportation Reform Act of 1998 (DoDFMR Volume 9, Chapter 3), should have and use, an individually billed Government travel charge card.  DTS does support travelers who are exempt from mandatory use of the individually billed Government travel charge card.  In this event, the traveler's air or rail ticket may be charged to a CBA.  For these travelers, the method of reimbursement in DTS for all other official travel expenses must be 'Personal' to ensure payment directly to the traveler's financial institution.

In order to guarantee lodging, and in some cases rental vehicles, a form of payment may be required by the CTO.  Travelers who do not have an individually

billed Government travel charge card may enter a personal credit card number and expiration date in DTS to guarantee their arrangements.

## 30.0 Group Movement

Group movement authorizations are supported in DTS.  Upon approval, individual authorizations are generated, each with a unique travel authorization number (TANUM).  Once this occurs, any required amendment may be processed on the individual authorization.  Upon completion of travel, each traveler creates an individual voucher from authorization.

For complete details, refer to the DTA User's Manual and the Document Processing Manual on the DTS Travel Center Website at http://www.dtstravelcenter.dod.mil/Training/Training_Materials.cfm.

## 31.0. Help Desk (DTS Customer Support)

The DTS Help Desk (customer support) concept of operation utilizes a three-tiered approach:

## 31.1. Tier 1 Help Desk (T1HD)

The Tier 1 Help Desk consists of travelers, resource advisors, AO/COs, and other users of DTS, accessing the embedded DTS help functionality, consulting quick reference guides the Document Processing Manual, etc.)

## 31.2. Tier 2 Help Desk (T2HD)

The Tier 2 Help Desk consists of designated members of the local defense travel administration team (Financial DTA, Lead DTA, and Organizational DTA).  These persons provide assistance to DTS users assigned to their organization.  The intent is for these individuals to be the most knowledgeable DTS personnel in the organization.  If the Tier II Help Desk cannot resolve the issue within a reasonable timeframe after exhausting all resources available to them (including assistance from the Site DTA Lead):

a. Authorized callers from supported sites may then contact the Tier 2.5 Help Desk for assistance.

b. Authorized callers from self-sustaining sites may then contact the Tier 3 Help Desk for assistance.

## 31.3. Tier 2.5 Help Desk (T2.5HD)

The T2.5HD is a centralized support resource staffed by DFAS personnel, under agreement with HQDA, to provide supplemental support to Army organizational DTS points of contact.  Issues that cannot be resolved at the organization-level T2HD may be elevated to the T2.5HD for resolution.  If the Tier 2.5 HD cannot resolve the issue within a reasonable timeframe, authorized callers may contact

the DTS Tier 3 Help Desk for assistance.  Only authorized, registered T2HD personnel may contact the T2.5HD for assistance.  T2.5HD support is not available to "self-sustaining" sites.

### 31.4. Tier 3 Help Desk (T3HD)

The Northrop Grumman operates the DTS T3HD.  Access to the T3HD is limited to authorized callers only (selected, registered DTA personnel).  Authorized callers may elevate issues that cannot be resolved at Tier 2 or Tier 2.5 to the Tier III help desk and coordinate resolution with the originator of the issue.

### 32.0. House Hunting

Authorized house hunting trips are related to Permanent Duty Travel (PDT) and cannot be processed in DTS.

### 33.0. Human Remains Transport (To include escort travel)

Travel for accompanying escorts can be processed in DTS as routine TDY. Travel for accompanying family members may be processed using invitational travel authorizations.

Payment for transportation of the remains is coordinated with the local Mortuary Affairs Office in coordination with the Transportation Officer, and is process entirely outside of DTS.

### 34.0. In Processing and Out Processing (Detach and Receive)

### 34.1. In Processing

In processing with DTA is a highly recommended step to include on the in-processing checklist for an organization.  When in-processing with DTA, the appropriate DTA POC can be identified, and personnel who already have a DTS profile can be received into the organization.  Personnel who do not have a DTS profile can be advised of the process for establishing a profile.  Training can be scheduled, if required.

### 34.2. Out Processing

Clearing with DTA is a highly recommended step to include on the out processing checklist an organization.  Personnel who have special permissions and access must have permissions and access reduced to the minimum level. Revocation of certifying officer and accountable official appointments in writing can be completed or confirmed.  ***Once all travel documents are closed, the user shall be detached so that they can be received at the new organization.***

## 34.3. Detaching for Travel

Travelers shall not be detached for the purpose of receiving them into an organization that is funding a trip.  Options for supporting travel funded by other organizations include Military Interdepartmental Purchase Requests (MIPRs), direct fund citations, and adding the traveler to a group in the funding organization.  With direct fund citations, DTA must verify that the fiscal station and Defense Accounting and Disbursing System (DADS) are supported by DTS.

## 35.0. Labor Relations Representative Coordination

When coordinating the implementation of DTS, it is important to ensure that necessary steps to satisfy local bargaining agreements have been coordinated with the local labor relations office.  Labor coordination has taken place at the national level; however, labor decisions may also need to be coordinated with local labor relations representatives.  Local labor relations practices and collective bargaining agreements will determine the specific bargaining obligations.

## 36.0 Leisure in Conjunction with Official (LICWO) Travel

LICWO travel can be very complex.  There are many possible scenarios.

Arrangements for leave are made outside DTS with the appropriate authorities.

If leisure time is taken at the TDY location either before or after the TDY, then arrangements can be made in DTS.  Any non-duty days must be properly noted in the travel authorization under Per Diem Entitlements so that no entitlements are paid during these periods.

If the contracted official CTO is not also contracted to arrange leisure travel, then the leisure travel arrangements must be made offline, outside DTS.

If the contracted official CTO is also contracted to arrange leisure travel arrangements, then DTS can be used to make leisure travel arrangements in conjunction with official travel.  If the leisure time is to be taken at a location other than at the TDY location:

    a. Using the Reservation Module of DTS, arrange flights for the official portion of the trip.  The desired LICWO travel arrangements (to include dates approximate travel times) are added in the comments to the travel agent field in Reservation Module air segment.  A comment to the AO (on the Trip Preview page) should be added to indicate that a LICWO travel request to the CTO is included in the travel authorization.  The comment should include the leisure travel dates and should note that immediate approval is needed to obtain the LICWO travel reservations.

b. When signed, the travel authorization is electronically routed to the CTO. The CTO makes the official arrangements within their GDS.  The LICWO travel arrangements are also made in the GDS.  CTO performs a cost comparison to determine the difference between the combined LICWO trip and what the Government would have paid if only the official travel was performed.  The CTO may communicate directly the traveler via telephone, fax, or e-mail, to discuss LICWO reservations and arrange payment.  General Services Administration (GSA) contract airfares are not authorized for the leisure portion of travel.

c. The CTO annotates the cost and details of the official travel in the PNR for subsequent update in DTS and provides a summary of the LICWO information in the CTO comments field.  If the total cost of the ticket, to include the leisure portion, is less than the cost of the official travel, the lower cost will be entered by the CTO in the PNR as the total cost funded by the Government.

d. DTS routes the official trip record to the AO for approval.  Any additional expenses resulting from personal arrangements made in conjunction with official travel are the traveler's responsibility.  Only official travel expenses are obligated through DTS

e. Upon approval, DTS notifies the CTO of approval for ticketing.  The CTO will process the LICWO travel ticket, if any, immediately after issuance of the official travel ticket.  Typically, trips are ticketed three business days prior to travel.  If earlier ticketing is required, the traveler may contact the CTO to request advance ticketing.  If the combined cost of official and LICWO travel is higher than the cost of the official travel, the CTO will charge the difference to the traveler's personal form of payment accepted by the CTO.  ***The CTO cannot accept a Government travel charge card as the form of payment for the cost difference.***

f. If the cost of the LICWO travel ticket is less than the cost of the official travel ticket, the CTO will refund the cost difference to the original form of payment (i.e., IBA or CBA).  The CTO will advise the traveler of the amount of the credit to the original form of payment.  For voucher processing, it the traveler's responsibility to ensure that the correct amount is reflected for ticketed transportation for the appropriate charge card.

g. The CTO will provide a copy of the leisure itinerary with cost and ticket numbers to the traveler.  The CTO provides the LICWO ticket to the traveler in accordance with normal procedures.

h. If changes are required after ticketing, the CTO must be contacted directly, outside of DTS.

i. If the TDY is cancelled and the LICWO ticket is non-refundable, the total cost of the LICWO travel ticket is non-reimbursable.

## 37.0. Line of Accounting (LOA) Formats and Labels

Each service/agency has validated the LOA formats for use in DTS with their applicable accounting and disbursing systems. Since each service and agency's traditional line of accounting displays the accountable station (ADSN, AAA, FSN) in varying locations, DTS developed 10x20 format maps. Using these format maps, the accountable station is always loaded in the first field of the DTS 10x20.

A recommended LOA labeling strategy is to use a suffix that indicates the element of resource that the LOA is associated with. Examples of these suffixes are CBA for 21T1 (CBA ticketed transportation), MISC or PD for 21T2 (per diem expenses), and LOC for 21Z0 (local travel).

***For organizations that are DTS-Tailored for finance, the accountable station number in the first field is replaced by "DTST."***

LOA labels are established for ease of use by travelers and users. Finance DTA (FDTA) should develop LOA labels using plain English to facilitate identification. The first two digits of the label must contain the fiscal year of execution. ***The label must be unique within an organization.***

For additional information on lines of accounting (LOAs), refer to the DTS Financial Field Procedures Guide at the DTS Travel Center Website (http://www.dtstravelcenter.dod.mil/Secs/Document_Library.cfm#D).

## 38.0. Lodging

## 38.1. Commercial Lodging

Commercial lodging should be arranged through the CTO. Commercial lodging arranged through DTS interfaces with the CTO. The Hotel Motel Fire Safety Act of 1990, Public Law 101-391, states that Federal employees, when on official travel, should stay in fire-safe accommodations. Each Federal agency must ensure that at least 90% of travel nights are spent in fire-safe properties. Similarly, conferences, seminars, and other meetings, funded in whole or in part with Federal funds, must be held at facilities with fire-safe accommodations. DTS displays the FEMA approval code, if granted, in the Reservation Module.

When an organization is CTO-connected, DTS provides users with the ability to search for commercial lodging using multiple search criteria. DTS returns availability and rate information sorted at the user's discretion (by either rate category or price). Information on hotel property amenities is also provided.

If a traveler desires accommodations at a hotel not found in the DTS or if no available rooms at the per diem rate are shown the traveler can select the "Request Assistance" button, which auto populates a statement informing the

CTO that assistance is required. *A higher CTO fee could apply when lodging arrangements are not auto-booked and CTO assistance is requested.*

FedRooms facilities are available through the DTS Reservation Module. FedRooms is on the Web at http://www.fedrooms.com/Integer/Welcome.jsp.

Refer to Government Lodging for information on Lodging Success facilities

## 38.2. Government Lodging

Government lodging is not currently available through DTS. Arrangements for Government lodging must be coordinated outside of DTS with the Army Central Reservation Center at 1-800-GOARMY-1. Army Lodging support is also available on the Web at http://www.armymwr.com/portal/travel/lodging/reservations.asp.

The user must ensure that the applicable cost of Government lodging is reflected in the Per Diem Entitlements section of the travel authorization and voucher.

Uniformed service members performing mission TDY to a military installation must use adequate, available Government lodging at that installation. If adequate Government lodging is not available at that installation, a certificate of non-availability (CNA) number must be obtained and included in the trip record (refer to JFTR/JTR, Appendix O, T4040.A1). Uniformed service members are encouraged to use Lodging Success Program facilities, if available, when adequate installation Government .lodging is unavailable

Civilian employees may not be required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost (refer to JFTR/JTR, Appendix O, paragraph T4040-A1c). However, civilian travelers are encouraged to use Government lodging, if available, including Lodging Success Program facilities.

## 38.2.1. Lodging Success Program (LSP)

In keeping with the JFTR and JTR requirement to exercise prudence in government travel, it is highly recommended that official travelers utilize LSP Government contract quarters when on-post quarters are not available, or when traveling to an LSP area. Lodging Success facilities are considered to be Government lodging. Lodging through the LSP can be arranged through the Army Central Reservation Center (1-800-GOARMY-1). Lodging success sites are listed on the Web at http://www.armymwr.com/portal/travel/lodging/lsp.asp.

### 39.0. Military Pay Reports (DTS MIS Module)

Military Pay Reports are accessible from the MIS Module to assist personnel with processing travel-related military pay transactions.  The currently available MIS reports are Enlisted BAS Report, OCONUS Travel Report, Family Separation Allowance (FSA) Report, Military Leave Report, and Special Duty Conditions Report.  The reports can be run and distributed/processed to the military entitlement pay office in accordance with local policy and procedures.

Access to the MIS Module must be coordinated through DTA.  Access is on a per-name basis and is not permission based.

### 40.0. Multiple Accountable Station Numbers (MASN)

DTS supports travel funded by multiple accountable station numbers; that is,, travel funded by more than one service/agency or travel with that include LOAs with different fiscal station numbers.  For example, an army organization may provide funding for an air force traveler, but may not agree to fund the entire trip cost (e.g., rental car costs).  The traveler's organization typically receives funding authority (outside of DTS), to include the applicable LOA and budget target.  Such a trip can be processed in DTS if the channel for the appropriate fiscal station is open for DTS transactions and the accounting system has been mapped to DTS.  FDTA in the traveler's organization must ensure the LOA is made available to the traveler and that the budget target is established in the Budget Module.  Travel expenses for the trip must be allocated to the LOAs appropriately.  Appropriate funding approval documentation (memorandum, e-mail, message, etc.) must be included with the trip record in Substantiating Records.

When the travel document is approved, the GEX will route the multiple LOAs to the applicable accounting systems/locations based on the differing accountable station numbers in the LOAs.

### 41.0. NATO Orders and Foreign Clearance Guide Requirements

Travel authorizations for travel requiring a foreign clearance and/or NATO orders can be processed in DTS.  Organizations must comply with foreign clearance requirements and/or NATO Orders procedures in accordance with appropriate policy.  DTS does not provide automated foreign clearances nor does it produce NATO formatted orders.

Travel through NATO countries usually requires a NATO travel order in addition to the DTS travel authorization.  OCONUS-related conditional routing should be used to ensure that foreign clearance requirements and/or NATO travel orders are coordinated as required.  The format for NATO travel orders varies among the DoD components, but all require a memorandum printed in English on one side and French on the reverse.  Additional information on requirements for NATO travel orders is available in DoD 4500.54-G, at the Electronic Foreign

Clearance Guide Website at https://www.fcg.pentagon.mil/fcg.cfm.  Specific guidance for your site/organization should be directed to your local transportation or personnel office.  Failure to obtain a NATO travel order, in addition to the DTS travel authorization, could result in denial of entry to those countries for which it is required.

## 42.0. OCONUS/Foreign Travel and Patriot Express Flights

U.S. Air Force Air Mobility Command (AMC) channel airlift (Patriot Express) is the transportation of passengers in full planeload lots on aircraft chartered from the commercial air industry.  These international charter flights are scheduled by AMC on a regular basis to and from designated commercial airports and/or AMC gateways and/or military aerial ports.  Users reimburse AMC at the common-user rate established in US Government Department of Defense (DoD) Airlift Rates (https://www.amcfm.scott.af.mil/FM_FMBT.cfm).


Patriot Express must be used in connection with international travel unless there is a documented negative critical mission impact:

    a. Even if service can be provided at less cost by a commercial air carrier.

    b. Even if commercial air service is preferred by, or is more convenient for the traveler.


The transportation office coordinates travel arrangements for Patriot Express travelers outside of DTS.  DTS conditional routing is used to route OCONUS and foreign travel documents to the appropriate personnel, including transportation office personnel, to check for availability of Patriot Express connections.  Any commercial air segments required for connecting service to the Patriot Express service can be booked through DTS and included in the cost estimate for subsequent obligation.

A customer identification code (CIC) is entered on the travel authorization prior to approval so that AMC to properly identify and bill the traveler's organization.  The document preparer and routing officials should ensure the authorization includes the DTS Other Authorizations selection "Customer ID Code (Patriot Express)" and the required CIC number.  Information on how to format the CIC is available at the AMC Website at https://www.amcfm.scott.af.mil/CIC_Generator.htm. Failure to provide the required CIC can lead to a delay or denial to board the military aircraft.

A copy of the approved authorization must be printed and provided to the appropriate transportation office personnel for obligation and payment of the costs for the Patriot Express travel, and corresponding adjustment of the budget module.

The traveler will provide a printed copy of the complete approved travel authorization, with the CIC included, at the Air Mobility Command (AMC) counter as required.  At the departure counter, the AMC representative will input the billing address into GATES for subsequent direct billing.

The AMC direct bills the appropriate Army paying office on a monthly basis.  The paying office reconciles the obligations against the billing invoice and pays AMC.

## 43.0. Permanent Duty Travel (PDT)

DTS is not yet certified for computation of travel entitlements related to permanent duty travel (previously referred to as permanent change of station (PCS)).  Permanent duty travel for Army travelers is process manually, outside DTS.

## 44.0. Permissions

User access in DTS is driven by permission and access level.  Permissions and access levels aid in ensuring proper management control and limit access to authorized persons, as needed.  DTA is responsible for ensuring that the permissions and access levels are appropriate for the role of the DTS user.  DTA must also ensure that any and all required certification training has been completed and all appropriate appointment documents are on file prior to assignment of a special permissions and access.

## 45.0. Personal Leave with Official Travel (PLOT)

Refer to Leisure in Conjunction with Official (LICWO) Travel.

## 46.0. Premium Class Travel (Premium and Business Class)

For rules on premium class travel, refer to Joint Federal Travel Regulation (JFTR) Volume 1, Chapter 3 for uniformed service members and Joint Travel Regulation (JTR) Volume 2, Chapter 2 for civilians.  Approval for premium class travel (business or first class) is processed outside of DTS.  AOs must be familiar with approval procedures for premium class travel accommodations and must obtain the required approval before authorizing the requested accommodations in DTS.  A copy of the approval documentation must be electronically attached to the DTS trip record, under Substantiating Records, prior to the AO approval of the travel authorization.

The traveler establishes a trip request in the DTS and request desired reservations from the reservation module.  Since flight availability in the DTS is provided for coach (Y) class only, the traveler may select the desired flight and add a comment in the air segment screen for the CTO to book a premium class seat.  The traveler may also request the desired reservation via comment in the Travel segment of the Reservation Module without actually selecting an available flight.  The CTO will book the premium class reservation, but will not issue any

premium class ticket prior to receiving approval from the AO.

## 47.0. Prisoner Transport

### 47.1. Prisoner Transport – Escort.

Travel for escort of prisoners is considered routine TDY, unless other special conditions exist, and is processed by DTS.

### 47.2. Prisoner Escort – Prisoner

Prisoner transportation is permanent duty travel (PDT) and is processed using the Arrangements Only procedure or is processed outside of DTS.

## 48.0. Rail Travel

AMTRAK schedules display in static format within the DTS Reservation Module. Travelers may select the desired train or include a comment in the rail reservation screen of the Reservation Module to communicate the train request to the CTO.  The CTO makes rail reservations and includes the confirmation and cost of the reservations within the trip request.  *Premium rail travel is defined under Premium Class Travel procedures.*

Tickets may be purchased through DTS using a CBA (for travelers who are exempt from mandatory use of the Government travel charge card) or a personal form of payment.  Travelers using a personal, non-Government, form of payment must enter the expense information using the "Personally Procured Tickets" non-mileage expense.

## 49.0. Read Only Access (ROA) Operations

The Read Only Access (ROA) Module provides authorized users view-only access to trip records and CBA invoices.  Typically, this privilege is granted to users who require access for research and/or audit requirements.  Access across the Army or for specific site is controlled at the DTS-Army Program Management Office by the ROA Administrator.

Personnel whose duty performance requires access to trip records or invoices outside their parent service or agency may request 'all' access by submitting a request for ROA access, to the DTS-Army PMO.  If approved at the Army level, the request is then forwarded to the DoD DTS Operations Lead.  The DoD DTS Field Operations Lead will coordinate the request for access through the DoD ROA Systems Administrator.

## 50.0. Receipt Retention (Substantiating Records)

The DoDFMR requires the traveler to electronically attach receipts and other substantiating records to the trip record using DTS imaging functionality. DTS provides the capability for the user to fax or scan and upload, substantiating records to be electronically attached to the trip record. DTS, through the Defense Manpower Data Center (DMDC) electronic archive, satisfies the requirement to retain these records for a period of 6 years and 3 months.

AOs are responsible for ensuring required receipts and other substantiating records are included with the trip record, and that the traveler complies with the split disbursement requirement prior to approving travel documents.

## 51.0. Rental Vehicles

DTS displays available vehicles from rental car companies that participate in the GSA (Surface Deployment and Distribution Command (SDDC)) negotiated Government rate agreement. The available vendors display in order of price (from lowest to highest) for the selected vehicle category.

The DTS default is to display available vehicles at the arrival airport. Travelers who want to rent vehicles from locations not displayed in DTS (e.g. downtown and other off-airport locations) must include a note to the CTO in the travel authorization on the DTS rental car screen and provide the dates, times, and specific pickup and drop off locations.

The default vehicle size is compact. The AO may authorize a different size vehicle to satisfy mission requirements. The traveler must enter the justification for the non-standard size vehicle. The AO may accept or reject the justification.

It is important for travelers to understand the rules for renting and using rental vehicles in terms of reimbursable insurance coverage and appropriate use of the vehicle. Reimbursable expenses are discussed in JFTR/JTR, Appendix O, paragraph T4030.

Because the GDS may not include all the cost information, DTS users must ensure that the actual rental cost information is updated when computing their voucher form authorization.

## 52.0. Scheduled Partial Payments (SPP)

Travelers on TDY of 46 or more days may request scheduled partial payments (SPP) through DTS. Payments are computed and scheduled in 30-day increments. The amount of the SPP is remitted via split disbursement. Upon completion of travel, the SPP amount(s) are deducted from the total reimbursable entitlements as a previous payment, resulting in a net payment to the traveler.

***Organizations that are DTS-Tailored for finance cannot use the scheduled***

*partial payment functionality in DTS. Travelers in these organizations requiring a scheduled partial payment must process their authorization outside of DTS.*

## 53.0. Ticketing

### 53.1. General Ticketing

Tickets are typically invoiced and issued three business days prior to the scheduled departure date. If the request is initiated within three days of the scheduled departure date, the ticketed should be invoiced and issued upon approval. In the event that a traveler requires tickets earlier than three business days prior to scheduled departure date, the request must be communicated to the CTO. When the CTO tickets, an e-mail is automatically generated to the traveler with reservation information and cost data.

Electronic ticketing is the preferred method of ticketing. If the traveler requests a paper ticket for their convenience when an e-ticket is available, additional costs are incurred for the paper ticket. These additional costs are not reimbursable unless there is a justifiable reason included in the travel authorization for the Government to bear the paper ticket cost. In these situations, prior approval for reimbursement of additional cost for the paper ticket is required.

*Airport security procedures require that tickets be issued in the same name that appears on the traveler's photo identification (e.g.: driver's license, passport, military ID). DTS users should ensure that the name in their traveler profile matches the name on the form of identification they intend to use at the airport. Failure to do so may result in the carrier re-issuing the airline ticket at the check-in counter prior to flight boarding.*

*International travelers may be required to present a valid passport, visa, or other required documentation. Passengers without proper ID may be denied boarding.*

### 53.2. Ticketing at the Beginning of a New Fiscal Year

Procedures are established each year to facilitate ticketing for travel in the beginning of the new fiscal year pending approval of budget authorizations. Since the AO is prevented from approving DTS authorizations until funding becomes available to be posted in the DTS Budget Module, the electronic approval notification that allows the CTO to issue tickets is not sent. During this time, the transportation officer, or another designated Government representative, should be given permission to provide verbal approval to the CTO to allow ticketing to occur in the normal three business day window prior to the scheduled departure date.

For example, for travel scheduled to begin on 1 October, ticketing would normally occur on 27 September.  Since new fiscal year funding is normally not available at that time and is not loaded into the DTS Budget Module, the AO is prevented from approving the authorization in DTS.  Without AO approval in DTS, the CTO is not notified of the trip approval that allows tickets to be issued for the flight.  In this case, the TO (or another designated Government representative) should be granted permission to contact the CTO with verbal approval to ticket the travel.  If the trip is subsequently cancelled due to lack of funding, the CTO must be contacted regarding the ticket/trip cancellation.

### 53.3. Unused and Partially Used Tickets

The traveler must notify the CTO of any unused or partially unused tickets as soon as possible.  Unused tickets must be returned to the CTO.  The traveler must notify the CTO if an e-ticket is not used.  Tickets obtained from a local CTO must be returned to that office.

For tickets purchased via individual Government travel charge card (IBA), the traveler notifies the issuing CTO via local or toll free phone number or through the DTS amendment process.  If the traveler provides the notification by telephone, the traveler must ensure that the travel costs are adjusted when filing the travel voucher.

For tickets purchased via CBA, the traveler returns unused tickets to the Transportation Office (TO).  The TO will notify the CTO of the unused ticket cost.  The TO may provide a DD Form 730 to the traveler as a receipt for the unused ticket.

### 54.0. Travel and Transportation Allowances under Special Circumstances or Categories

Travel entitlements for travel under the following special circumstances or categories are in accordance with Chapter 7 of the JFTR for military members or Chapter 6 of the JTR for civilian employees.

   a. Senior ROTC Cadets

   b. Reserve Component member travel for medical and dental care

   c. Retirees called to active duty

   d. Ready Reserve Component members authorized muster duty allowance

e. Service Academy Midshipmen and Cadets

f. Patient, and escorts and attendants

g. Pre-employment travel

h. When accompanying members of Congress and Congressional Staff

i. Employees with a disability when additional travel and transportation expenses are incurred

k. UN Peacekeeping

l. Prisoners and their guards for disciplinary action

m. For rules that apply when emergency situations occur during TDY

## 54.1. Direct Fund Cite Travel

If travel is funded by an organization other than the traveler's organization, the funding organization must provide funding authorization documentation, an appropriate line of accounting (LOA), and budget target.  If the LOA provided is approved for use in DTS (the associated accounting system can process data from DTS, and the appropriate DFAS channel is open for DTS transactions), the LOA and budget target must be entered for the traveler's organization in the appropriate format used by the funding organization.  Once completed, the authorization and voucher are processed in DTS as routine TDY.  A copy of the funding documentation must be maintained by finance defense travel administration FDTA and electronically attached to the trip record(s) under Substantiating Records.

## 54.2. Emergency Leave

## 54.2.1. Emergency Leave during TDY

Emergency leave situations that occur during TDY require that the travel authorization be amended to indicate a curtailed trip and return to the permanent duty station (PDS) or to the authorized emergency leave location.  Related travel and per diem entitlements are in accordance with JFTR Chapter 7 (Military

Members) or JTR Chapter 6 (DoD Civilians).

## 54.2.2. Emergency Leave not related to TDY

Government funded emergency leave travel may be processed in DTS. Emergency leave not funded by the Government is leisure travel and may not be processed in DTS.

The traveler and AO should contact the local transportation and finance offices to verify entitlements related to emergency leave travel.

## 54.3. Formal Training Funded by Open Allotment

If funding is centrally controlled for formal training and funded by open allotment, travelers may use the Arrangements Only functionality in conjunction with the Open Allotment trip type.

## 54.4. Import/Export Functions

Import/export functionality is under development and will be available in a future release of DTS.

## 54.5. Invitational Travel Authorization (ITA)

Invitational Travel Authorizations (ITAs) may be processed in DTS using the E-INVITATIONAL trip type.  Refer to documentation on specific instructions for preparing ITAs at the DTS Travel Center Website under How to . . . Guides at http://www.dtstravelcenter.dod.mil/Secs/How_to_Guides.cfm.

## 54.6. Non-appropriated Funded (NAF) Travel

Travel funded by non-appropriated funds (NAF) can be processed in DTS using the Arrangements Only process to ensure that all financial transactions are processed manually, outside of DTS.  NAF personnel traveling on appropriated funds may process their travel using DTS as routine TDY.

## 54.7. Permissive TDY

Permissive TDY is unfunded travel and typically does not require an authorization.  As such it should not be processed in DTS.  Travelers should follow command local policy, as appropriate, for any documentation that may be required for permissive TDY travel.  In cases where a travel authorization may be required, for example to board Government transportation, the travel authorization should be processed outside of DTS.

### 54.8. Reserve Component Member Travel

Reserve Component members on long-term active duty, (e.g., Active Guard and Reserve (AGR) Program or the Partnership for Fiscal Integrity (PFI) Program) may process authorizations in DTS as routine TDY.  Traditional Reserve Component members (e.g., Troop Program Unit (TPU), Individual Ready Reserve (IRR), and Individual Mobilization Augmentee (IMA)) can process travel in DTS using the Arrangements Only process.  *At this time, DTS does not compute travel entitlements for traditional reserve component member travel.  Contingency/deployment authorizations for Reserve personnel are not currently accomplished in DTS.*

## 55.0. Travel Authorizations

## 55.1. Approval of Travel Authorizations

Travel authorizations may not be created and approved by the creator, unless the creator is a Self-Authorizing Official.

### 55.2. Use of Travel Authorizations

A travel authorization shall be prepared for all official TDY, including instances when the travel duration is less than 12 hours and/or when MilAir transportation is provided.  MilAir transportation details are entered under 'Travel > Other Trans.'

### 55.3. Printing Travel Authorizations

Although the intent for reengineering travel using DTS is streamline the travel approval and settlement processes and create a paperless system for processing travel documents, travel requirements may dictate carrying a paper copy of the approved travel authorization to confirm official travel status and to verify travel entitlements.  *When printing a DTS travel authorization, the DTS default form is the approved format for Army travelers.*  Form preferences in DTS should be set to 'Default Form' and include the document history attachment.  The exceptions are arrangements only travel and travel by those organizations that are tailored for finance (organizations that use a finance system that is not been certified for use with DTS) where the DTS documents will be processed manually.

### 56.0. Verbal Order of the Commanding Officer (VOCO)

Refer to Confirmatory Authorizations.